

CORRECTIONAL FOOD MANAGER II (DOC)

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: 9/15 – 9/18/03

Collective Bargaining Identification: S15

Job Analysis Conducted By: Carol MacMillan, Personnel Examining Analyst,
Personnel Examining Section

Number of Incumbents: There are 9 incumbents in this classification
per Department of Corrections Filled/Vacant
Position Report dated May 31, 2003.

Names of the Subject Matter Expert(s) and their background:

Sue Summersett, Department Food Administrator, Headquarters

Sue is currently the Departmental Food Administrator at Corrections.

Albert Amaya, Correctional Food Manager II, Correctional Training Facility

Albert has been the Correctional Food Manager II at Correctional Training Facility for over three years.

Larry Lewis, Correctional Food Manager II, California Men's Colony

Larry has been the Correctional Food Manager II at California Men's Colony for ten years.

Clifford Smith, Correctional Food Manager II, Sierra Conservation Center

Clifford has been the Correctional Food Manager II at Sierra Conservation Center for over two years.

CORRECTIONAL FOOD MANAGER II (DOC) INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- State of California Class Specifications
- State of Vermont Class Specifications
- State of Washington Class Specifications
- State of South Dakota Class Specifications